

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 05-004

TO: Charter School Administrators, Directors, Principals

FROM: Philip Williams, Director of School Finance

DATE: August 13, 2004

SUBJECT: August 15, 2004 Basic calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The August 15, 2004 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid on estimated counts submitted by July 19, 2004. In the event that you did not receive an August 15, 2004 payment, it may be due to missing or late submitted estimated student counts, M & O Deduct forms or LEA calendars not submitted. In addition, if the banking forms were not submitted to the State Treasurer's Office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting estimated student counts or M & O Deduct forms please contact Karla Dunn at (602) 542-8240 or by e-mail at kdunn@ade.az.gov. Questions regarding entering calendars on line should be directed to David Schuricht at (602) 542-8244 or email at dschuri@ade.az.gov.

Estimated student counts submitted on or before August 20, 2004, will be the basis of September funding; estimated student counts submitted on or before September 17, 2004, will be the basis of October funding. In order to receive a September 15, 2004 charter payment, charters must also have submitted a calendar online and a completed/signed M&O Deduct form by August 20, 2004. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.**

It is the responsibility of each charter school to verify that the Charter School Estimated Count report posted on their web page (<http://www.ade.az.gov/districts>), accurately reflects the data submitted. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.**

BSL Adjustment for Audit Expense has been included in the August 15, 2004 CHAR55 (page 2) calculation. If the value is missing or you believe inaccurate, please call Rachel Arroyo at (602) 364-1990, or Leslie Martin at (602) 542-8246 schoolfinance@ade.az.gov.

If you have any concerns regarding your equalization calculations or payments please contact Lori Damanti at 602-542-3303 or by email at ldamant@ade.az.gov.